



Town of Lexington

Employment Opportunity

We are currently accepting applications for the position of:

Police Department Cadet

Deadline: Open until filled

Up to 18 hrs/week – No Benefits

\$12.51/hour

The **REQUIRED** Town of Lexington application form, and cover letter, must be received in the Town's Human Resources Department

DIVERSITY APPOINTMENT PRIORITY

Two (2) positions are available July 1, 2015. Individuals who have language skills such as Mandarin, Korean or other languages common to the India/Pakistan region are encouraged to apply. Candidates must be at least 18-years of age and should be enrolled in a college or university studying fields related to public service.

DUTIES AND RESPONSIBILITIES

1. Maintain office files; operate office machines; and answer telephones.
2. Receive complaints from citizens.
3. Enter and index documents into databases and prepare routine police reports.
4. Prepare and tabulate facts and figures for statistical reports.
5. Perform other duties as may be requested by the Chief of Police or designee.
6. Participate in training leading to certification in a variety of subjects.

APPLICATION PROCESS

All applicants are required to complete a Town application form, available from the Internet at www.lexingtonma.gov, emailing jobs@lexingtonma.gov or calling (781) 698-4593 or by visiting the Human Resources Department. Resumes may be attached to the application form as additional information, but cannot serve as a substitute for completing the required application form.

The Town reserves the right to modify the application deadline, and/or accept applications after the deadline, to best serve the interest of the community.

All applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application. Applicants must be at least 18 yrs of age and enrolled in a program of study majoring in criminal justice or a similar area of study.

Prior to appointment, the final candidate may be required to undergo a criminal background check.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

Questions regarding this hiring process should be addressed to the:
Human Resources Department, Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420
(781) 698-4593
